

CITY OF BURBANK

RECREATION COORDINATOR

DEFINITION

Under direction, coordinates, organizes, and conducts a variety of recreational, cultural, and community service programs, including, but not limited to, day camps, aquatics, youth, seniors, sports, teens, classes, cultural arts, special events, child care and nature programs; develops and plans program activities, services and registrations; coordinates contractual services; and to do related work as required.

ESSENTIAL FUNCTIONS

Under direction, plans, organizes, publicizes, coordinates, and conducts a comprehensive offering of recreation classes and community events; handles multiple tasks and assignments; assists with facility maintenance, programming and monitoring of facility use; ensures necessary precautions are taken for the safety of participants and spectators; assists in the development and evaluation of programs and services; interviews, assesses, trains, supervises and evaluates independent contractors, employees, and volunteers; assists with staff meetings and in-service training; coordinates registration, fee collection, and record keeping; acts as liaison with school district and other agencies; prepares and presents written and oral reports as requested; designs, evaluates and recommends additions or modifications to programs or activities; determines facility equipment, scheduling and staffing requirements of programs and events; enforces policies and procedures; renders routine first aid when needed; operates general office equipment including personal computers; establish and maintain effective working relationships with supervisors, fellow employees, and the public; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – recreation and leadership techniques.
- Ability to - evaluate and coordinate numerous programs, motivate and guide staff; understand community needs; understand and implement written and oral instructions; communicate effectively orally and in writing; create a positive rapport with program participants, school officials, and the community at large.

Education/Training: Graduation from an accredited college or university with major work in Leisure Studies or closely related field and two years of paid leadership experience in a recreational, cultural, or community services program. **NOTE:** A degree is preferred; however, additional paid leadership experience may be substituted for the required education on a year-for-year basis for a maximum of two years. A Master's Degree in Leisure Studies or a closely related field may be substituted for one year of the required paid leadership experience.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment. Valid Cardiopulmonary Resuscitation (CPR), Communicable Disease and First Aid Certificates from authorized providers, as determined by the Management Services department, within six months of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: Basic computer skills, and ability to communicate in a second language.